

<b>To:</b>	<a href="mailto:opdirector@officegreen.com">opdirector@officegreen.com</a> ; <a href="mailto:hrspecialist@officegreen.com">hrspecialist@officegreen.com</a> ; <a href="mailto:svrp@officegreen.com">svrp@officegreen.com</a>
<b>Subject:</b>	<b><i>[Action Required] Request for Improvement on Delivery</i></b>
<p>Hello everyone,</p> <p>I hope this past weekend treated everyone nicely. I am Diana, the project manager responsible for the Plant Pals project.</p> <p>Current concern regarding the project consists of an unsatisfactory number of delivery drivers. 90% on-time delivery is needed in order to avoid further push back in project deadlines and currently only 80% of plants have been delivered.</p> <p>If delivery deadlines are not met, this could create further issues regarding set back of project timeline, risking product quality, revenue decrease. Customer satisfaction has decreased which had a direct effect on the subscription as well.</p> <p>Changes in driving route and number of drivers has improved delivery time. Customer satisfaction may be restored if offered a promotion on subscriptions.</p> <p>Your consideration and time is always appreciated, thank you.</p> <p>Diana L. Project Manager <a href="mailto:DianaPM@gmail.com">DianaPM@gmail.com</a> 111-222-3333</p>	